Defense Information Systems Agency

A Combat Support Agency

NETWORK SERVICES

VIRTUAL PRIVATE NETWORK (VPN)

SNAP REGISTRATION PROCESS

Version 1.0
October 25, 2012

UNCLASSIFIED

Technology Evolution Branch (NS123)
P.O. Box 549
Ft. Meade, MD 20755-0549

This page intentionally left blank.

Revision History

Version Number	Date	Summary of Changes
1.0	October 25, 2012	Initial release of document

Table of Contents

1.   Introduction

The Defense Information Systems Network (DISN) Virtual Private Network (VPN) services provide an enterprise-wide solution to all DISN customers with a need to separate their Internet Protocol (IP) traffic from the traffic of other customers using multi-protocol Label Switching (MPLS) to create Virtual Private Networks (VPNs). These services are offered as a capability provided on the Sensitive But Unclassified (SBU) IP Data Network (aka NIPRNet). These services are IP transport service only, as such, the connection process differs slightly from that normally required for connection to the SBU IP Data service (NIPRNet). The customer is required to register the VPN, and the connections to it, in the System/Network Approval Process (SNAP) database for tracking. The customer is responsible for ensuring that the appropriate Computer Network Defense (CND) capabilities and measures are being performed on the system/network associated with the VPN; based on measures to be provided by the DoD/CIO and/or USCYBERCOM.

2.   Purpose

This document is to provide the customer with a step-by-step guide for the registration of their VPN and circuit connections into the System/Network Approval Process (SNAP) database.

3.   Scope

Registration is required for all VPN connections to the SBU IP Data service (NIPRNet). No exceptions or waivers for this requirement will be granted.

4.   Authority

The policy and responsibilities in this document are in accordance with (IAW):

(a)   Chairman of the Joint Chiefs of Staff Instruction CJCSI 6211.02D Defense Information Systems Network (DISN) Responsibilities

(b)   Department of Defense Instruction DODI 8510.01 DoD IA Certification and Accreditation Process

5. SNAP Registration Process

There are two separate processes to complete for VPN registrations:

VPN ID Registration (Owner/Parent) process

Command Communications Service Designator (CCSD)/Circuit Registration for VPN Connections (Member/Child) process

5.1 Documentation Requirements

Customer must upload the current topology diagram and Authorization to Operate (ATO) into SNAP when registering the VPN.

Topology diagram will include Circuit CCSD, VPN-ID, Locations, and IP Addresses

ATO Letter will include CCSD(s), and VPN-ID

NOTE: The Topology and ATO need to be provided to the VPN ID Owner/Parent so these documents can be uploaded to SNAP in the Owner/Parent registration. (VPN ID Registration process below section 5.2)
Additionally the Owner/Parent is responsible for updating the Topology and ATO for all changes in the Member/Child VPN configuration/connectivity. (VPN ID Registration process below section 5.2).

5.2 VPN ID Registration (Owner/Parent) Process

The customer will go to the SNAP URL, https://snap.dod.mil.
The customer will request a SNAP account.
The Connection Approval Office (CAO) will approve the customer's account request.

Complete the following steps to register a NEW VPN in SNAP.
NOTE: This is NOT a circuit registration, NO CCSD REQUIRED only the VPN ID

The customer will create a new registration within the VPN registration module:

Step-by-Step:

Login into SNAP

Hover mouse over the NIPR Button at the top of SCREEN

In the pop-up menu click on "VPN Registration"

Line 0.1   Select "VPN Registration (Owner/Parent)

Line 0.2   Select "Yes"

Line 0.3   Enter the VPN ID you received from the DISA Direct Order Entry (DDOE) system

Line 0.4   Select the type of VPN you are registering

Line 0.5   Enter service type:
NIPRNet Extension (This is for a VPN that is established to extend NIPRNet service to a remote location – Requires a separate DIACAP package for the NIPRNet Circuit installed)
Community of Interest (This is for a VPN that is being established to connect enclaves with no NIPRNet access)

Line 0.6   Enter your Service or Agency and your Sub-Agency from the drop downs

Line 0.7   Enter your VPN POC

Line 0.8   Enter your Enclave/Network Designated Approving Authority (DAA)

Line 0.9   Enter your info as requestor (Should auto populate with your info)

Line 10.0   Upload a topology if you have it (Topology includes Circuit CCSDs, VPN-ID, Locations, and IP Addresses). If you do not have a topology yet then provide a blank document, stating the Topology will be provided with "Member/Child" registrations.)

Line 11.0   Upload an ATO for the system being connected to the VPN. (ATO letter includes Circuit CCSDs, VPN-ID, and Locations). If you do not have an ATO yet then provide a blank document, stating the ATO will be provided with "Member/Child" registrations.)

Click on "Create Registration"

Hover mouse over the NIPR Button at the top of SCREEN

In the pop-up menu, click on "View / Update", sub menu "My VPN Entries Report"

In the "NIPR MY VPN ENTRIES REPORT", double click on the registration you just created

On the VPN Checklist page that opens, click "Submit Registration"

You have completed the VPN ID Registration process and you should now receive email verification from the system. Example of the verification email can be found in section 5.4 of this document.

5.3   CCSD/Circuit Registration for VPN Connections (Member/Child) Process

The customer will go to the SNAP URL, https://snap.dod.mil.
The customer will request a SNAP account.
The CAO will approve the customer's account request.

Complete the following steps to register a NEW CIRCUIT to connect to a VPN in SNAP.
NOTE: This is NOT a VPN registration, CCSD & VPN-ID REQUIRED

NOTE: The Topology and ATO need to be provided to the VPN ID Owner/Parent so these documents can be uploaded to SNAP in the Owner/Parent registration. (VPN ID Registration process above section 5.2).
Additionally the Owner/Parent is responsible for updating the Topology and ATO for all changes in the Member/Child VPN configuration/connectivity. (VPN ID Registration process above section 5.2).

The customer will create a new circuit registration within the VPN registration module:

Step-by-Step:

Login into SNAP

Hover mouse over the NIPR Button at the top of SCREEN

In the pop-up menu click on "VPN Registration"

Line 0.1   Select "VPN connection (Member/Child)

Line 0.2   Enter your VPN ID you received from the DDOE system

Line 0.3   Enter the CCSD of the circuit you are registering

Line 0.4   Enter your Service or Agency and your Sub-Agency from the drop downs

Line 0.5   Enter Site Location/Name

Line 0.6   Enter your Technical POC

Line 0.7   Enter your VPN Registration POC

Click on "Create Registration"

Hover mouse over the NIPR Button at the top of SCREEN

In the pop-up menu, click on "View / Update", sub menu "My VPN Entries Report"

In the "NIPR MY VPN ENTRIES REPORT", double click on the registration you just created

On the VPN Checklist page that opens, click "Submit Registration"

You have completed the VPN Registration process and you should now receive email verification from the system.

5.4   VPN ID & CCSD Registration Verification

When the registration has been completed, the registration POC will receive an automated email from the SNAP database as proof of registration. Save this email as it is used as proof of registration for turn up of the VPN.

EXAMPLE

-----Original Message-----
From: disa.meade.ns.mbx.unclassified-connection-approval@mail.mil
[mailto:disa.meade.ns.mbx.unclassified-connection-approval@mail.mil]
Sent: Thursday, September 27, 2012 12:44 PM
To: Customer POC; VPN ID Customer POC
Cc: DISA Ft Meade NS Mailbox Unclassified Connection Approval
Subject: Connection to Existing VPN Registration Request Has Been Submitted for VPN ID DYL301234

Jbuck44 has submitted a Connection to Existing VPN registration request for VPN ID DYL301234.

-----End Original Message-----

6. Points of Contact

For additional information, questions, or comments, contact the DISN Global Support Center (DGSC) using the information provided below.

Points of Contact	
DISN Global Support Center (DGSC)	CML: (800) 554-DISN (3476) or (614) 692-4790 DSN: (312) 850-4790 Global DSN: (510) 376-3222 Unclassified e-mail: DGSC@csd.disa.mil Classified e-mail: DGSC@cols.csd.disa.smil.mil

Defense Information Systems Agency
P.O. Box 549
Ft. Meade, MD 20755-0549
www.disa.mil